

City of Chattanooga, TN
Personnel Class Specification

Class code 0740

FLSA: Non-Exempt

CLASSIFICATION TITLE: BIOLOGIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical work functions associated with enforcing city stormwater ordinances, overseeing construction activity to control/reduce pollution and sediment discharge, and monitoring/analyzing storm water quality.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides direction, guidance and assistance to employees; coordinates daily work activities; monitors status of work and troubleshoots problem situations.

Ensures compliance with and oversees enforcement of all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety standards and procedures; issues violation notices and/or initiates appropriate action to correct deviations or violations.

Consults with department management, city council, regulatory agencies, and other officials to review work activities, receive advice/direction, provide recommendations, and resolve problems.

Coordinates work activities with those of other departments, water quality inspectors, contractors, regulatory agencies, or others as needed; assists inspectors with more technical sampling and inspection aspects within their basins; develops partnerships with local universities.

Assists in applying for, obtaining, and interpreting necessary permits for city projects.

Requires permits for construction sites for alteration of land and/or land disturbance practices.

Conducts on-site inspections; schedules/conducts industrial and watershed sampling; collects and analyzes water samples; determines stream health; investigates pollution; interprets water quality data to determine compliance; assures that the city meets sampling and monitoring requirements.

Maintains basin-wide rainfall monitoring system utilizing high-tech sampling equipment, modems, and computer tie-ins.

Manages city pollution prevention program for storm water; works with local businesses and consultants on planning for pollution prevention.

Responds to emergency spills; provides assistance to local emergency agencies with issues involving illicit discharges/spills.

Oversees citywide control of pesticides and chemicals.

Designs wetland mitigation plans; delineates wetland boundaries.

Assists with development of changes to stormwater ordinances and development of best management practices.

Operates, maintains, and/or calibrates a variety of machinery, equipment, and tools associated with department activities, which may include a utility vehicle, camera, sampling equipment, monitoring equipment, flow velocity meter, sampling tools, testing kits, pick, shovel, machete, and mechanic tools.

Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, replacing parts, washing/cleaning equipment, and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Maintains inventory of equipment, tools, or supplies; initiates requests for new or replacement materials.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; prepares or generates reports.

Assists in developing budget for water quality operations.

Designs, produces, and maintains stormwater web page for Internet usage from input/printed information including graphics, statistics, and printed material; confers with staff and web users for input on web page content.

Prepares or completes various forms, reports, correspondence, technical reports, laboratory reports, inspection reports, notices, web page data, or other documents.

Receives various forms, reports, correspondence, permit applications, laboratory reports, technical reports, technical data, policy letters, architectural drawings, ordinances, regulations, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, Internet, e-mail, or other software programs.

Provides education and information to businesses, community groups, and other individuals; develops and instructs water education programs; assists technicians in educational programs within their assigned areas; gives speeches and presentations.

Responds to complaints and questions; provides information, researches problems, and initiates problem resolution.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, city officials, state/federal officials, developers, architects, engineers, , local businesses, regulatory agencies, environmental organizations, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs a variety of clerical tasks, which may include answering office telephones, copying documents, initiating/receiving facsimile transmission of documents, or filing documents.

Testifies in environmental court for water quality enforcement cases as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Biology or closely related field; supplemented by two (2) years previous experience and/or training in the water quality field that includes pollution control and analyses; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Hazardous Waste Emergency Operations certification or Hazardous Waste Emergency Operations Supervisor certification. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include

ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, traffic hazards, toxic agents, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.